

*****APPROVED*****

Williamsburg Regional Local Human Rights Committee Minutes

Date of Meeting: April 12, 2006

**Denotes attendance at this meeting*

Committee Members: Marnee Colburn*
Dulcie Cromer, Secretary
Frances Hall, Vice-Chairperson*
Stanley Lewis, Chairperson *
Timothy Russell*

Office of Human Rights: Virginia C. Goodell, Office of Human Rights *
Willie Barnes, Office of Human Rights*
Reginald Daye, Regional Advocate

Affiliate Programs Represented: Bacon Street: Bob Coleman *
East End Academy IOP: Ruby Gilliam-Eley *
Family Preservation Services: Jessica Gifford *
Williamsburg Place: Patty Crawford *

Programs Requesting Affiliation: Campbell House: Jacqueline Campbell*
National Counseling Group: George Young*
Holly Duggan*
United & Empowered Care: Marietta Smith*
Valda Claiborne*

Call to Order: Mr. Lewis called the meeting to order at 9:07 am at Williamsburg Place.

Introductions and Welcome: Ms. Colburn introduced herself as the new member of the committee. She is a Clinical Child Psychologist practicing in Williamsburg. Ms. Goodell introduced Ms. Barnes, Patient Advocate, of the Office of Human Rights. She explained that shifting assignments within OHR necessitated that Ms. Barnes assume her role as representative to this committee. Ms. Goodell reported that she had enjoyed working with this committee, and that she was pleased with the committee's openness to new program affiliates. The representatives of three programs requesting affiliation with this committee introduced themselves. All were welcomed by the members and the affiliates.

Approval of Minutes: *The January 11, 2006 minutes were approved with minor corrections.*

Affiliate Program Reports:

Bacon Street

Number of Clients: 138
Staff to Client Ratio: 1:29
Program Changes: None
New Programs: None
Administrative Changes: None
Policy Changes: None
Handbook Changes: None
Number of Complaint or Abuse Cases: None
Use of Restraints or Seclusion: None
Information/Action on Prior Cases: None
Licensure or Human Rights Reviews: None

East End Academy Intensive Outpatient Program

Number of Clients: 0 (1 pending)
Staff to Client Ratio: NA
Program Changes: Ms. Eley reported that they have one pending admission to the program as renovation is completed.
New Programs: None
Administrative Changes: None
Policy Changes: None
Handbook Changes: None
Number of Complaint or Abuse Cases: None
Use of Restraints or Seclusion: NA
Information/Action on Prior Cases: None
Licensure or Human Rights Reviews: None

Family Preservation Services

Number of Clients: 81
Staff to Client Ratio: 1:3
Program Changes: None
New Programs: None
Administrative Changes:
Policy Changes: None
Handbook Changes: None
Number of Complaint or Abuse Cases: None
Use of Restraints or Seclusion: None
Information/Action on Prior Cases: None
Licensure or Human Rights Reviews: None

Williamsburg Place

Number of Clients: 32
Staff to Client Ratio: 1:5
Program Changes: None
New Programs: None
Administrative Changes: None
Policy Changes: None
Handbook Changes: None
Number of Complaint or Abuse Cases: None
Use of Restraints or Seclusion: None
Information/Action on Prior Cases: None
Licensure or Human Rights Reviews: None

Discussion Items:

LHRC Membership

Ms. Colburn's membership fulfills the requirement for a Health Care Provider on this LHRC.

Requests for Affiliation of Additional Programs:

National Counseling Group: Mr. Young presented the new, Peninsula site of the National Counseling Group for affiliation. Ms. Goodell reported that she had concluded a very positive review of NCG's Norfolk site last year. Established in 1993, this is the seventh site for NCG in Virginia—their goal has been to affiliate each site with a LHRC in that area for the benefit of their clients. Ms. Duggan will be the Site Director. Their same policy and procedures will be followed at the new site with a new adjustment for quarterly HR reviews with their clients. Mr. Lewis stated his pleasure with the policy manuals that been sent to the committee members. Mr. Russell commented on the thoroughness of the manual, and inquired if clients kept a copy of the instructions on filing HR complaints. Mr. Young reported affirmatively. Ms. Goodell requested that a copy of these policies and procedures be forwarded to Mr. Daye's office. In response to Ms. Hall's question, Mr. Young reported that they expect an initial population of 30 clients which may increase as they have staff to properly serve them. Addressing Ms. Colburn's question, he reported that the program will work to collaborate closely with private and public resources in the community to maintain continuity of care for the clients. *With unanimous approval, the committee members granted the Peninsula site of NCG temporary affiliation with this LHRC for 90 days.*

United and Empowered Care, Inc.: Ms. Smith presented the program for temporary affiliation with this LHRC. Unfortunately, not all the members had yet received the program's policy and procedure manual in the mail. Mr. Lewis stated that he did not want this committee to be an impediment to the program's licensing process. *With unanimous approval, the committee members granted United and Empowered Care, Inc. a temporary affiliation with this LHRC for 90 days.*

Campbell House: Ms. Campbell presented the program, a residential facility for males aged 13 to 17 years old with Mental Health disabilities. It is designed as a long-term program. Staff size will be approximately 10. Residents will attend outside schools. In the future, there are plans to provide additional respite services to agencies on a temporary basis. These services will require an additional license and application to the LHRC. Ms. Goodell commented on regulations requiring two changes needing be made in the policy manual: (1) page 34, the time limit of a restraint to 2 hours; (2) residents being released upon meeting release criteria; (3) a 30 minute limit to time-out; and (4) the word *seclusion* to be deleted. *With unanimous approval, the committee members granted Campbell House a temporary affiliation with this LHRC for 90 days.*

Mr. Lewis asked all committee members to further review the policies of the applicant programs prior to the July meeting.

Ms. Goodell explained that programs can reapply for temporary affiliation with this committee if they are applying for licensure but have not yet received their license. At the next meeting after acquiring their license, the program can apply for full membership.

OHR Advocate's Report and Training: Ms. Goodell provided the committee with a handout on *The Dispute Resolution Process and Role of the Advocate*. She also reported on model language, suggested by the SHRC, for inclusion in the committee's by-laws: (1) definition of a quorum, and (2) removal of a committee member.

The committee members unanimously agreed to add the new model language to this LHRC's by-laws for submission to the SHRC in July for approval.

Election of New Officers

Mr. Lewis called the committee into closed session for the election of new officers for the annual term beginning in July. Following that election he returned the committee to open session to report the following election results:

Stanley Lewis - Chairperson
Francis Hall - Vice-Chairperson
Dulcie Cromer - Secretary

Ms. Goodell suggested to Mr. Lewis and Ms. Hall, who, under the by-laws, will be leaving this committee after next year, that they consider using their skills by seeking appointment to another LHRC.

Next Meeting: July 12, 2006, 9:00 am at Williamsburg Place, 5477 Mooretown Road, Williamsburg, VA. Telephone: (757) 565-0106.

Adjournment: Mr. Lewis adjourned the meeting with the membership's approval at 10:34 am.

Submitted by:

Approved by:

Robert E. Coleman,
Recorder

Dulcie Cromer,
LHRC Committee Secretary